

## CENTRAL REGISTRY PROCEDURE MANUAL

<b>Subject: Submitting a No Longer Interested (NLI) form (BCIA 8302)</b>	<b>Number: 650-55</b>
<b>Effective Date: 7/24/2015</b>	

**PURPOSE:** To ensure that certifying entities and EMSA discontinue receiving criminal record information when there is no longer a business need, this policy will describe the process for submission and documentation of No Longer Interested (NLI) forms.

**GUIDANCE:** This function is used to discontinue receipt of criminal offender record information (CORI) under the following circumstances:

- Following denial of an EMT certification
- Following revocation of an EMT certification
- When an EMT transfers from your certifying entity to another
- When an EMT certification has lapsed for 12 months or longer
- When your agency receives a CORI record and the individual has not applied for certification beyond 12 months from the initial print submission date.

**NOTE:** A non-LEMSA “may not” submit an NLI following separation of employment until the EMT certification has expired.

**RECOMMENDATION:** To keep from having to go back and forth when creating multiple NLI forms, begin this procedure by first documenting your agency NLI date(s) in the background panel for each EMT certification record.

### PROCEDURE:

In the left column of the Central Registry under Licensee click >Edit to begin a search for the EMT record using the social security number.

The screenshot shows the 'Person' tab of the Central Registry software. On the left is a navigation pane with options: Applicant, Licensee, Edit, Reminders, Reports, User Security, and Batch Control. A blue arrow points to the 'Edit' option. The main area displays a form for a 'Person'. The 'SSN' field, containing '55555555', is circled in red. Other fields include Profession, License Status, Last Name, City, License Type, First Name, Address Line1, State, Address Line2, Zip Code, License Number, Middle Name, and Licensee Only (checkbox). At the bottom are 'Search' and 'Clear' buttons.

Once the EMT Record is located, scroll down to the Background Check Panel and click the “Details” box to document the NLI submission date.

**Person**
Details

Prefix:  
First Name: Clare  
Middle Name:  
Last Name: Voyance  
Date of Birth: 09/01/1991  
SSN: 555555555

**License**
Details

License Type: EMT  
Certification Number: E108473  
Applicant Number: 166981  
Status: Active  
Date This Status: 12/09/2014  
Reason Changed: License Issuance  
Issue Date: 12/09/2014  
Expiration Date: 10/31/2016  
Effective Date: 12/09/2014

**Prerequisites**
Details

Full Name	Relationship	Status
<u>Sacramento County EMS Agency</u>	Certified By	Active

**Background Check**
Details

CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number
EMSA Receiving CORI Report	Sacramento County EMS Agency	12/02/2014	555555555

Next, click the underlined number to access the background record for your agency.

Background Check							
	CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number	NLI Submitted	EMSA NLI Submitted	NLI Notes
<u>1</u>	EMSA Receiving CORI Report	Sacramento County EMS Agency	12/02/2014	555555555			
Add							

Select the “Edit” tab to open the CORI record history.

Background Check							
	CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number	NLI Submitted	EMSA NLI Submitted	NLI Notes
1	EMSA Receiving CORI Report	Sacramento County EMS Agency	12/02/2014	555555555			
Add Edit Delete							



Once the record is open, enter the NLI Submitted date using the calendar and click “Save”

Licensee > User Defined Objects

**User Defined Fields**

CORI Status: EMSA Receiving CORI Report

Requested By: Sacramento County EMS Agency

Date of CORI or Verif Letter: 12/02/2014

ATI Number: 55555555


NLI Submitted: mm/dd/yyyy

Save Cancel

January 2015

Wk	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1					1	2	3
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
4	19	20	21	22	23	24	25
5	26	27	28	29	30	31	

Today is Fri, 16 Jan 2015



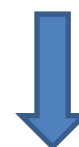
The NLI submitted date is now recorded in the Background Check panel. Click the back tab to go back into the EMT Profile record. Continue the following steps to create the NLI form(s).

**Background Check**

	CORI Status	Requested By	Date of CORI or Verif Letter	ATI Number	NLI Submitted	EMSA NLI Submitted	NLI Notes
1	EMSA Receiving CORI Report	Sacramento County EMS Agency	12/02/2014	55555555	01/16/2015		

Add

Back



Once you are back into the EMT Record, in the Tasks drop down menu to the right, select "Print".

The screenshot shows the EMT Record interface. At the top, there are tabs for 'Person' and 'Facility'. Below these is a search bar with 'Search' and 'Clear' buttons. To the right, there is a 'TASKS' dropdown menu with options: 'Hold/Alert', 'Print' (circled in red), 'Change License Status', and 'History'. The main area displays 'Search Results' for 'Schmo, Joseph' with an 'EMT' license. The table shows columns for Name / License Type, Address, Subtype, License Number, Hold/Alert, and License Status. The license number is E108475 and the status is Active. An 'Archive' button is at the bottom left.

Next, select EMT NLI Letter from the list and click on the "Batch" tab.

The screenshot shows the 'Print Template Selection' window. It has a table with two columns: 'Batch Type' and 'Template'. The 'Batch Type' column lists: 'EMT NLI Letter', 'Initial EMT Card', 'Initial EMT Letter', 'Renewal EMT Card', and 'Renewal EMT Letter'. The 'Template' column lists: 'EMT NLI Letter', 'EMT Card', 'EMT Letter Sent with Card', 'EMT Card', and 'EMT Letter Sent with Card'. The 'Batch' tab is selected at the bottom left. A 'Back' button is at the bottom right.

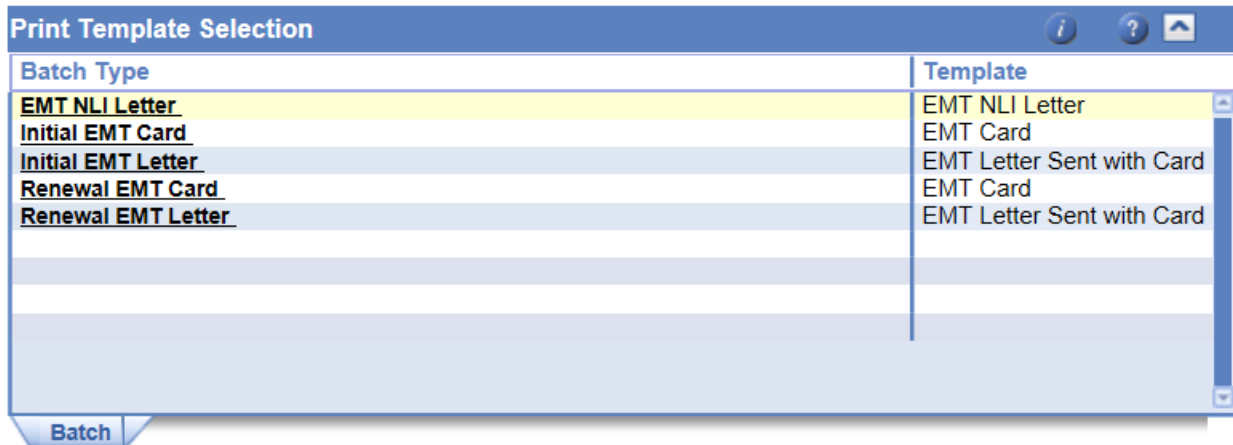
Click the "Done" tab send the NLI form to queue for later editing and printing.

The screenshot shows the 'Document Send' window. It has a message: 'The selected form has been Queued for later printing/e-mailing'. Below the message is a 'Done' button, which is circled in red. To the left of the window is a sidebar with icons and labels: 'Applicant', 'Licensee', 'Edit', 'Reminders', 'Reports', 'User Security', 'Batch Control', and '- Current'.



**NOTE:** To queue multiple NLI forms on the same day, click the back tab to return to the EMT Record and begin a new EMT record search, using the social security number.

To print the current NLI form, continue the following steps.

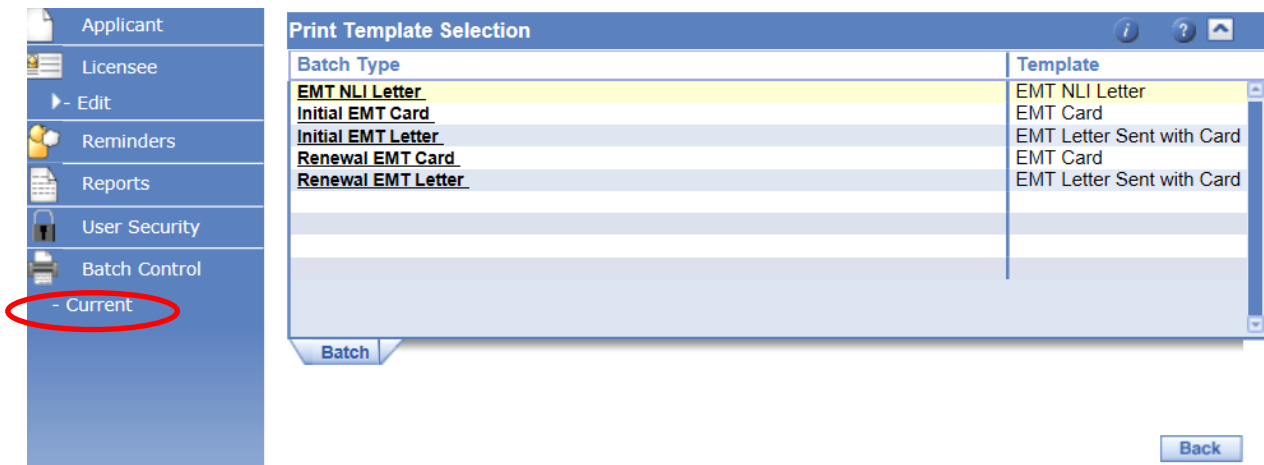


The 'Print Template Selection' window displays a table with two columns: 'Batch Type' and 'Template'. The first five rows are highlighted in yellow. A 'Batch' button is located at the bottom left of the window.

Batch Type	Template
<u>EMT NLI Letter</u>	EMT NLI Letter
<u>Initial EMT Card</u>	EMT Card
<u>Initial EMT Letter</u>	EMT Letter Sent with Card
<u>Renewal EMT Card</u>	EMT Card
<u>Renewal EMT Letter</u>	EMT Letter Sent with Card

Back

On the left column, select "Batch Control" and click on -Current.



The screenshot shows the software interface with a left sidebar and the 'Print Template Selection' window. In the sidebar, the 'Batch Control' option is selected, and the '- Current' sub-option is circled in red. The 'Print Template Selection' window is identical to the one shown in the previous step.

Applicant  
Licensee  
- Edit  
Reminders  
Reports  
User Security  
Batch Control  
- Current

Print Template Selection

Batch Type	Template
<u>EMT NLI Letter</u>	EMT NLI Letter
<u>Initial EMT Card</u>	EMT Card
<u>Initial EMT Letter</u>	EMT Letter Sent with Card
<u>Renewal EMT Card</u>	EMT Card
<u>Renewal EMT Letter</u>	EMT Letter Sent with Card



Next, select the search tab to view the NLI form(s) in queue.

**Current Batches**

Profession Certifying Entity

**Batch Type**

- EMT NLI Letter
- Initial AEMT Letter
- Initial EMT Card
- Initial EMT Letter
- Renewal AEMT Card
- Renewal AEMT Letter
- Renewal EMT Card
- Renewal EMT Letter

**Current Batch(es)**

**Search Batches**

License Type --- License No

First Name  Last Name  Full Name

Certifying Entity ----

**Search** **Clear**

Next, select the EMT Record box and click on the “Print Local” tab.

**Search Results**

<input type="checkbox"/>	<u>License Type</u>	<u>License Number</u>	<u>Licensee Name</u>	<u>Number of Copies</u>
<input type="checkbox"/>	EMT	E108473	Voyance, Clare	1
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Maximum licenses in print run  ☐ Generate Print Audit Number, beginning with  Total print count: 0

**Print Selected** **Print Local**

**1 License(s)**

Total No. of Copies to be printed for all that matched the search criteria: 1

Next you will see the following popup choice, select “open”.

Search Results				
<input checked="" type="checkbox"/>	License Type	License Number	Licensee Name	Number of Copies
<input checked="" type="checkbox"/>	EMT	E108473	Voyance, Clare	1
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Maximum licenses in print run  ☐ Generate Print Audit Number, beginning with  Total print count: 0

[Print Selected](#) [Print Local](#)


1 License(s)

Total No. of Copies to be printed for all that matched the search criteria: 1

Do you want to open or save <b>EMT NLI V1.1_150515Z13042760.docx</b> (34.1 KB) from 192.168.102.81?	Open	Save	Cancel
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Once open has been selected the form will be available, select “Enable Editing” to complete the form for your agency.



<b>Protected View</b> This file originated from an Internet location and might be unsafe. Click for more details. <a href="#">Enable Editing</a>											
	STATE OF CALIFORNIA BCIA 8302 (Orig. 03/2006; Rev 09/2012)	DEPARTMENT OF JUSTICE PAGE 1 of 1									
<b>NO LONGER INTERESTED (NLI) NOTIFICATION</b> (FOR NON-DEPARTMENT OF JUSTICE APPLICANTS)											
<p>California Penal Code section 1105.2(d) states, in part, that any agency which submits the fingerprints of applicants for employment or approval of the Department of Justice for the purpose of establishing a record of the applicant to receive notification of subsequent arrests, shall immediately notify the department when the employment is terminated or the applicant is not hired.</p> <p>It is the responsibility of hiring/approving authority to notify the Department of Justice, Bureau of Criminal Information and Analysis when employment has been terminated or when an applicant or volunteer is not actually terminated to the position for which they applied.</p>											
<b>APPLICANT INFORMATION (Please type or print in ink):</b>											
<table border="1"><tr><td colspan="3">*NAME (MANDATORY)</td></tr><tr><td>LAST</td><td>FIRST</td><td>MIDDLE</td></tr><tr><td>Voyance</td><td>Clare</td><td></td></tr></table>			*NAME (MANDATORY)			LAST	FIRST	MIDDLE	Voyance	Clare	
*NAME (MANDATORY)											
LAST	FIRST	MIDDLE									
Voyance	Clare										



You must enter your Agency Information including agency name, address, ORI number, and contact person.

**AGENCY INFORMATION**

*AGENCY NAME AND ADDRESS (MANDATORY)	AGENCY ORI (MANDATORY)
CONTACT PERSON	

Print the form and submit to the Department of Justice (DOJ) by one of the following options:

- Fax: (916) 227-4722, Attention NLI Unit.
- Mail: Department of Justice, Bureau of Criminal Information and Analysis  
Attn: NLI Unit  
P.O. Box 903417, Sacramento, CA  
94203-4170
- Email: To set up electronic mailing Process with DOJ, contact the DOJ NLI Unit by calling **Kevin Harris (916)227-5060 or Don Nguyen (916) 227-0153.**

The NLI form (BCIA 8302) can also be submitted by using a hardcopy.

EMSA will pull a monthly report detailing all NLI dates submitted by certifying entities